



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMWB-ZA

MAY 08 2015

MEMORANDUM FOR ALL MEMBERS of United States Army Garrison (USAG)
Wiesbaden

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter #29, "Adopt an Area" Program

1. References:

- a. Document, IMCOM-Europe, IMEU-PWD-E, 1 February 2011 (revised 1 July 2012), Environmental Final Governing Standards, Germany (Chapter 7, Sections C7.3.16.1)
- b. Army Regulation (AR) 420-1, Facilities Engineering Army Facilities Management, Chapter 23, Section III 23-9 (e-f), 24 August 2012.

2. Purpose. The Adopt-An-Area program is a USAG Wiesbaden DPW volunteer initiative that recruits, trains and educates volunteers to assist in the maintenance and upkeep of various areas in the USAG Wiesbaden area of operations. These areas include playgrounds, sports fields, gazebos, sports tracks, skate parks, dog parks, historic sites and recreational areas.

3. Applicability. This policy applies to all Military, Civilian, Local National (LN), and contractor organizations (as well as their Family members) who work at, reside on or visit local USAG Wiesbaden installations.

4. Background. Adopt-An-Area aims to unite and support all people interested in improving USAG Wiesbaden recreational areas.

5. Policy:

- a. Volunteers should call the USAG Wiesbaden DPW at 548-4002 with a request to adopt an area or email the Volunteer Coordinator at jason.f.hinds.mil@us.army.mil.
- b. Sign and return the Voluntary Service Agreement form (minors under 18 years of age must have a parent's or guardian's signature on the Voluntary Service Agreement.)
- c. USAG Wiesbaden DPW will process your forms and contact you.
- d. USAG Wiesbaden DPW personnel will train you to perform the tasks for which you have volunteered.
- e. On the first visit to the adopted area, take an inventory. Note general cleanup needs, downed trees, any severe damage such as erosion, rock or mud slides, downed

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fences and permanent structures that may be damaged. Also check for missing or damaged signs or any possible safety hazards.

f. Pickup and dispose of trash bags at special locations such as the Clay Kaserne Recycling Center or the trash point at the Self Help site in Hainerberg. Be aware of any possible hazardous or dangerous items such as chemicals, fuels, syringes or any other items that may possibly be hazardous. If there is a concern or question about an item, please contact the proper authorities at the USAG Wiesbaden DPW. Please recycle all recyclable materials to including paper, cardboard, plastic, aluminum, steel and tin.

g. Report vandalism, violations and missing signs to the volunteer coordinator. Do not approach anyone about a problem. Contact the USAG Wiesbaden DPW to notify law enforcement officials.

h. Volunteers will commit for a one year period to maintain an agreed upon site. During the one year commitment, the group or individual will also be encouraged to perform two projects.

i. Volunteers will maintain work records and volunteer hours. All documentation is returned to the parks and recreation department within one week of the completion of a project.

j. Adopters receive an official "Certificate of Adoption" sign naming the adopters to be posted at area of responsibility. This will reinforce a sense of responsibility and pride in the volunteers, as well as let other area users know who is caring for the area they are using.

7. Summary. All individuals within this military community are encouraged to participate in this program.

8. Point of contact is CPT Jason Hinds, DPW, who may be reached at DSN: 548-4002 / CIV: 0611-143-548-4002.

Encl



MARY L. MARTIN
COL, MI
Commanding